

## **Contractor's Monthly Requisition**

CONTRACTOR'S MONTHLY REQUISITION must be made on Form HUD-92448, completed in accordance with Handbook 4480.1. The Contractor's Prevailing Wage Certificate on the form's reverse side must be signed for all but the first requisition at initial closing, except that it must be signed where the requisition at initial closing includes payment for work completed under an early start.

### **A. Eligible Items For Inclusion on Form HUD-92448.**

1. Acceptably completed on-site work, i.e., in full compliance with contract documents.
2. Materials acceptably stored on-site itemized by quantity and cost.
3. Components acceptably stored offsite, where provisions are made at initial closing in accordance with Handbook 4430.1 REV-1, paragraph 1-14.I., and Handbook 4435.01 Rev-1, paragraph 1-6.

### **B. Ineligible Items For Inclusion on Form HUD-92448.**

1. Noncompliant work and work supported or dependent upon noncompliant work. Work changes completed in anticipation of future change order approvals are noncompliant work.
2. Additive change orders. See Handbook 4435.01 Rev-1, paragraph 1-8 for the contractor's requisition of payment, and release of funds to the mortgagor for acceptably completed additive change orders.
3. Offsite work. See Handbook 4435.01 Rev-1, paragraph 1-7 for the contractor's requisition of payment, and release of funds to the mortgagor for acceptably completed offsite work.

### **C. Modification of Contractor's Requested Amount.**

1. Line item modifications/approval may only be made by the on-site HUD representative in accordance with Handbook 4480.1.

- a. The HUD representative determines by job site observation that the requisition is reasonable and that sufficient funds remain to pay for incomplete work and any unacceptable work upon its correction.
- b. Where there is disagreement with the requisition, the HUD representative:
  - 1) Enters trade item modifications in column C, Form HUD-92448, Contractor's Requisition, and
  - 2) Explains the modification in the HUD-Representative's Trip Report, Form HUD-5379.
2. Modification of the HUD representative's conclusions may only be made by an authorized official who has made an on-site review of the issue(s).
3. Completion of Form HUD-92448, Items (1) through (13), are made by Mortgage Credit in accordance with Handbook 4480.1.

D. Supporting Documentation.

1. Require receipts, bills of lading for on-site deliveries, billings for on-site work, evidence of on-site payrolls, etc., to help staff reconcile differences with contractor claims. where necessary, request a quantity survey by the supervisory architect or other independent party.
2. A survey may be required with each contractor's requisition for improvements not previously shown on a survey, as provided by the Construction Contract and the Building Loan Agreement.
  - a. Require a survey where the siting of structures or setting of finished floor elevations in relation to contract document requirements are questioned. Since approximately 50 percent of construction complaints arise from faulty site drainage and damage to foundations, wet

basements, etc., because of faulty site drainage; and since site drainage typically cannot be corrected where finished floor elevations for ground floors are set too low, give this concern high priority.

- b. Require a survey where there is a question concerning the location of materials stored on-site. The project may have great difficulty establishing and exercising rights to materials that are stored partially or entirely outside project boundaries.
3. Require a survey for the next to last advance in every instance. See paragraph 1-19.C.